

CODIB-EP-A-1
30 July 1959

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

WORKING GROUP ON EMERGENCY PLANNING

AGENDA

Meeting, Monday, 3 August 1959, 1400 hours

Room 1121, Temporary M Building

OBJECTIVE:

To draft plans for the operation of CODIB and for intelligence community functioning in CODIB's assigned field of responsibility in time of emergency. (USIB-D-7.1/2, 5 June 1959). Plan to be submitted by CODIB to the USIB by 1 October 1959.

PROPOSED ACTION:

1. To select the "spectrum of assumptions" for the CODIB plan:
 - a. Operations of CODIB, assuming:
 - partial relocation
 - relocation
 - b. Operation of the emergency information storage and retrieval facilities of the CODIB member agencies, assuming:
 - partial relocation
 - relocation
 - c. Designation of emergency alternate representatives in the event of relocation; selection of a place of meeting.
2. To draft plans to facilitate continuing interchange and maximum community utilization during an emergency of intelligence, intelligence information and other information which has utility for intelligence purposes (adapted from DCID 1/4, New Series).

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- a. Inventory of emergency plans to be exchanged and filed at each emergency facility:
1. location of the facility.
 2. communication between facilities:
 - availability of electrical facilities
 - courier
 - liaison
 - control of load and priorities
 3. description of equipment for information handling:
 - copying devices
 - printing devices
 - microfilm, actifilm - cameras, processors, viewers
 - EAM
 - EDPM
 4. information staff: proposed T/O for the emergency facility with indication of information skills:
 - language
 - indexing (subject fields)
 - reference (subject fields)
 - operation of equipment
 5. information resources: list of principal categories of information maintained at the emergency facility.
 - e.g. classified document series (date, coverage, etc.)
 - reference aids
 - open literature
 6. provisions for dissemination of incoming information:
 - statements of requirements, use of reading panels, control of enclosures
- b. Review of policy directives which may require modification in an emergency situation:
- control and use of another agency's information in the event of breakdown in communications:
- 1) authority to release, reclassify, copy; 2) requisition and sharing of locally available information resources; 3) relocation and reallocation of information resources, information handling staff and equipment

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Chairman

CODIB-D-46/3
14 January 1960

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT : Emergency Plan of the Committee on Documentation

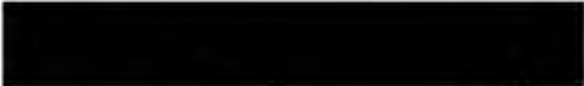
1. You will recall that on 1 December 1959, I forwarded on behalf of the Committee to the Executive Secretary, USIB, the draft Outline Emergency Plan of the Committee on Documentation (CODIB-D-46/2). Except for ACSI, we were in agreement on that plan.

2. I have now prepared a proposed substitute plan designed to:

- a. Address itself to functions in the field of information services rather than to be seemingly preoccupied with what happens to CODIB;
- b. Include related functions, such as collection requirements, not otherwise provided for by any plan;
- c. Conform to a format which would readily permit the inclusion of other information service functions should the USIB decide to consolidate the numerous individual committee plans to eliminate redundancy and generally to make the planning problem more manageable.

3. The USIB wants committee plans in this month. The agenda for our next CODIB meeting is already a full one; in any case our meeting is set late in the month, 26 January. I therefore propose to coordinate this with you by telephone if at all possible. Failing this, I suggest that interested parties plan to stay for lunch after the CODIB meeting, and we can complete action.

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Paul A. Borel
Chairman

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CODIB-D-46/3
14 January 1960

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Information Services in an Emergency

I. Scope

This plan outlines the organization and operation of activities for performing selected intelligence information services during a national emergency. The intent is to identify those functions of the USIB Committee on Documentation (DCID 1/4), and related functions not otherwise planned for by other USIB committees, which it would be essential to continue in an emergency.

II. Emergency Functions

1. Levying of requirements by one service on others, and by headquarters components on the field.
2. Processing and dissemination of incoming intelligence information to meet community requirements.
3. Organization and management of information holdings to facilitate access thereto by community users.

III. Implementation

1. Requirements

Present policies and procedures controlling the levy of requirements by an intelligence organization on others have been the result

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of bilateral arrangements and are not ~~new~~ the responsibility of any USIB committee. This is an important step in the intelligence cycle and provision for its orderly conduct in an emergency should be made in any community plan to coordinate information services. This can be simply accomplished by confirming present arrangements, which include:

- a. The identification of a focal point in each intelligence organization through which requirements levied by or on that organization shall pass.
- b. The use of CIA as the channel between Defense and non-USIB organizations.
- c. The assignment to CIA of the function of acting as the focal point for coordinating collection requirements in those cases where events have disrupted bilateral arrangements. This can be viewed as an alternate channel to collectors provided as a service of common concern.

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2. Exchange of Information

The aspects of information processing which must be continued are the timely receipt and dissemination of intelligence, including classified intelligence reports and studies, current open literature in the form of newspapers, periodicals, and books. This is less an information processing problem than it is initially one of procurement and then one of communication. Little can be done by the information services in advance of an emergency short of working

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closely with the administrative services and the communicators to improve the chances of reestablishing channels of communications at a time when their disruption is a foregone conclusion.

3. Reference Service

Each member agency of the USIB has established at a relocation site a standby facility for the provision of minimum information services to its staff in time of emergency. Inasmuch as initial support will probably have to be given wholly from reference files previously established and in place, it is important that these be carefully planned as to scope and ease of exploitation. Moreover, some of these holdings may be destroyed in the event of attack. Hence, knowledge of where needed material can be obtained elsewhere is essential, and the duplication of some of this information should be planned in advance. Since all agencies depend on many types of information holdings to get their jobs done, a coordinated community approach to this problem is essential.

IV. Community Organization

The development ~~and initial implementation~~ ^{omit} of emergency plans in this field prior to the declaration of an emergency should be left to CODIB. This responsibility should include that of coordinating the plans of other USIB committees in the general field of information services. It is not possible to predict the degree of need in an emergency for formal interagency mechanisms concerned with information services. The need for means to arrive

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at a community solution to problems in the field of documentation will be most urgent in the case of reference service. Much can be done in advance of an emergency by clearly identifying where responsibility lies for performing reference services of common concern.

CODIB can suspend operations upon declaration of an emergency, and remain inactive until reactivated by the USIB in the face of demonstrated community need for it. At the same time, USIB should now recognize that when CODIB or related committees are adjourned, it may be necessary to provide in their stead some community group concerned with emergency information services to whom USIB can turn for policy advice.

V. Facilities

USIB facilities now provided for use by the information services are wholly ~~inadequate~~ for purposes of implementing the above plan. They are inadequate as to space, equipment, emergency collections in place, ability to communicate with each other, and degree of protection afforded against blast or fallout. The degree to which the intelligence community will be supported by its information services in an emergency will be proportionate to remedial steps taken prior to attack.

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